

**ITEMIZED LIST
OF
AUDIT SCHEDULES
AND
OTHER DOCUMENTS**

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Provide the Following Items to us Prior to the Audit Fieldwork

1. Confirmations:
 - a. The following lists will be utilized to determine which agencies, individuals and financial institutions will be sent a confirmation request.
 - ❑ Provide a list of agencies from which the organization received grant/contract funding during the year under audit. The list should include the agency's name, address, and contact person as well as the amount of funding received.
 - ❑ Provide a list of agencies and/or individuals from which the organization received contributions in excess of \$1000 (or other amount determined by auditor) during the year under audit. The list should include the donor's name, address, and contact person as well as the amount of the contribution.
 - ❑ Provide a list of all bank accounts and/or loan accounts with financial institutions for the year under audit, including any accounts closed during the year. The list should include the financial institution's name and address as well as the account name/type and full account number for all accounts at each institution.
 - b. Prepare the confirmation letters and forms. Prepare mailing labels for each confirmation. We will provide any necessary standardized forms. We will also provide a format for the confirmation letters.
 - c. The prepared confirmations **must** be returned to our office, as we are required to control their mailing.
2. Cash disbursements test:
 - a. Provide the check series (beginning and ending numbers) for the year under audit for all bank checking accounts, including payroll.
 - b. We will generate a random sample from these series to perform a cash disbursements test. Once we have generated the random sample, we will provide you with the necessary forms.
 - c. Complete the relevant portions of the forms – for each check number listed on the left, please fill in the payee, amount, date and account distribution. For each check listed, provide the cancelled check and related invoice/support documentation. For payroll checks, provide the related timesheets and payroll registers. Also, provide a list of authorized pay rates.
3. Copy of the final trial balance as of the end of the year. The final trial balance should include all year-end adjustments.
4. Copy of the final budget for the year under audit and any related budget narrative or explanation.
5. Copies of the Board minutes for the year under audit and through the audit fieldwork.
6. Copy of the Board of Directors list, which includes the dates terms end, for the year under audit.
7. Copies of all contracts and grant agreements as well as any amendments and correspondence with funding agencies for the year under audit.
8. Summary of all grants and contracts. For each grant/contract, the summary should include the agency name, grant/contract period, grant/contract I.D. number, CFDA number, award amount and summary of compliance requirements. Funding source billings should be available for review at the time of audit fieldwork.
9. Copy of any correspondence with the IRS or any other regulatory agencies for the year under audit and through the audit fieldwork.
10. Update for each management letter comment and recommendation from the prior year.

11. Five pieces of organization letterhead.

Provide the Following Items at the Start of the Audit Fieldwork

NOTE: All schedules and reconciliations should agree to the general ledger and trial balance.

1. The detailed general ledger listing for all accounts (which shows all account activity) for the year under audit.
2. Copies of the bank reconciliations for each bank account as of the end of the year. The reconciliations should include a list of outstanding checks. Copies of the year end bank statements. Copies of the subsequent bank statements with cancelled checks.
3. Schedule of certificates of deposit. The schedule should include all purchases, rollovers and redemption activity that occurred during the year under audit. The schedule should include the interest received as well as accrued interest. For each certificate of deposit, the schedule should also include the term, interest rate and maturity date.
4. Schedule of accounts receivable as of the end of the year. Provide the dates of subsequent collection.
5. Schedule of grants receivable as of the end of the year. Provide the dates of subsequent collection.
6. Provide a subsequent receipts list for all cash receipts **after** the end of the year (typically the cash receipts or deposit log).
7. Schedule of prepaid expenses as of the end of the year. Insurance policies and other related supporting documentation should be available for inspection.
8. Schedule of investments as of the end of the year. The schedule should include all purchases and sales activity that occurred during the year under audit. The schedule should include the related revenues earned such as interest, dividends, realized gain/loss on sale and unrealized gain/loss related to change in market value. The schedule should also include any investment fees/expenses associated with the investment.
9. Schedule of property and equipment as well as a depreciation schedule. These schedules do not need to be prepared if maintained by Wegner CPAs.
10. Schedule of property and equipment additions and retirements/disposals for each asset account. Additions should include a description of each item, date placed in service (typically purchase date), amount paid, useful/depreciable life and general ledger account charged. The related invoices for **all** additions should be available for inspection. Retirements/disposals should identify the item on the schedule of property and equipment and indicate the method of disposal (i.e. junked or sold), date, sale amount, purchaser (if sold), cost and accumulated depreciation.
11. Schedule of repairs and maintenance expenditures in excess of \$1000 (or other amount determined by auditor). The related invoices for these expenditures should be available for inspection.
12. Schedule of accounts payable as of the end of the year. All invoices should be available for review.
13. Provide a subsequent disbursements list for all disbursements **after** the end of the year (typically the check register or registers). All invoices should be available for review.
14. Schedule of accrued payroll, schedule of accrued vacation and schedule of accrued sick leave as of the end of the year, if applicable.

15. Schedule of deferred revenue as of the end of the year.
16. Schedule of notes payable and related accrued interest payable as of the end of the year. The schedule should include principal and interest payments (interest expense) as well as any new and/or refinanced note activity for the year under audit. The schedule should also include the monthly payment amount, interest rate, maturity date, description of collateral and future principal payments for each of the next five years. Provide copies of any new or refinanced notes.
17. Schedule of contribution revenue as of the end of the year. For each contribution in excess of \$1000 (or other amount determined by auditor), the schedule should include the donor's name, date of contribution, description of the contribution received, the contribution amount if a cash contribution and the estimated fair value if a non-cash contribution.
18. Listing of contributions to be received in the future (promises to give). For each contribution, the listing should include the donor's name, description of the contribution to be received, date of notification, date to be received, amount and any conditions or restrictions that may apply.
19. Listing of any donated materials, facilities and/or services, if any. Appropriate supporting documentation should be available for review.
20. Schedule of miscellaneous or other revenue as of the end of the year.
21. Schedule of payroll and payroll tax expense. Reconcile the schedule to the general ledger expense accounts. Forms 941 and UC-101 should be available for review.
22. Schedule of lease and/or rent expense for the year under audit. The schedule should include a description of the leased item, monthly payment amount, lease term, renewal options and future payments for each year remaining on the lease.
23. Schedule of legal and professional fees. The related invoices should be available for review.
24. Forms 1099 issued for the year under audit should be available for review.
25. Provide a copy of authorized wages for all employees as of the end of the year.
26. Provide estimates of the percent of the expenses devoted to programs, management and general and fundraising. Also, provide the rationale for the estimates. These estimates are utilized to support and prepare the functional allocation of expenses, which are disclosed in the financial statements.
27. Provide two copies of any schedule prepared by your organization that is included in the financial statements as a supplemental schedule or is utilized in preparation of the financial statements.
28. Discuss with your auditor the schedules to be prepared for any asset or liability account not included above.

Provide Copies of the Following Items Only if Changed / Updated
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1. Program descriptions as utilized in the notes to the financial statements. These descriptions relate to the program services expenses listed on the statement of activities.
2. Brochures or other materials that describe your organization.
3. Mission or vision statement.
4. Organization chart.
5. Personnel and other policy manuals.
6. Accounting and data processing manual.
7. Internal controls narratives.
8. Cost allocation plan.
9. Lease agreements.
10. Articles of incorporation or by-laws.
11. Loan agreements, including lines of credit, and related documents.